

**OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES**

VACANCY ANNOUNCEMENT

Position: Information Systems Auditor

Announcement Number: IG-05-08

Opening Date: November 21, 2005

Location: Washington, DC

Closing Date: December 31, 2005

Salary: \$58,946 - \$75,128* (HS-08 to HS-10)

*Commensurate with qualifications and experience;
promotion potential to HS-12

Area of Consideration: All Sources

FLSA Category: Exempt

Job Summary: Incumbent serves as Information Systems Audit Specialist responsible for the day-to-day accomplishment of assigned audit tasks required in evaluating U.S. House of Representatives information systems activities.

Major Duties:

- 1) Performs work within the assigned audit area, reviewing identified areas, executing audit approaches, and identifying audit findings and making recommendations for corrective action. Documents audit results in well maintained workpapers. Reports results to management through well written audit reports, and other oral or written presentations.
- 2) Performs information systems audits of general and application controls, data integrity, system development life cycle, acquisitions, information resources management, etc.
- 3) Configure and run operating system test scripts on Windows or Unix-based individual servers and workstations, analyze the data produced, and interpret the results. Modify and test operating system interrogation scripts as needed.
- 4) Configure and run software programs or automated tools to probe networks for security vulnerabilities, analyze the data produced by those tools, and translate that data into validated audit findings.
- 5) Assists in proposing short- and long-range information systems audit plans and priorities for the Office of Inspector General and assists in initiating actions to improve Information Systems audit coverage, quality, effectiveness, and the usefulness of audit reports.

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Major Duties (continued):

- 6) Perform additional audit tasks in the identification and evaluation of operating systems, application software and network protocols as required.

Requirements: Experience and knowledge of information systems; information systems security; information systems management; information systems auditing; computer operating systems, and network protocols. Additionally, must have a minimum of 24 semester hours of accounting (may include up to 6 semester hours in business law); as well as skill in (i) establishing and maintaining effective working relationships with high-ranking officials and (ii) effective oral and written communications. The auditor will make formal and informal presentations regarding the nature of the audit work to auditee management and other interested personnel.

Work Environment and Physical Demands: The work is usually performed in an office environment. Overnight travel is rare and limited to attending required training not offered locally. The work is primarily sedentary. There may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

Supervisory Controls: Incumbent reports to an Assistant Director, Information Systems Audits.

Additional Requirements: Must be eligible for a Secret Security Clearance (U.S. Citizen).

SUBMIT RESUME FOR CONSIDERATION IN ONE OF THE FOLLOWING MANNERS ONLY:

FAX: (202) 225-4240

Email: HouseIG@mail.house.gov

Hand Deliver to: 400 D. Street SW (Ford House Office Building)¹
Room 385
Washington, DC 20515-9990

Point of Contact: Susan Kozubski or Matthew Reddell, (202) 226-1250

DO NOT MAIL resumes. Mail external to the U.S. House of Representatives is seriously delayed due to security screening.

¹ Across from the Federal Center SW Metro Station (Blue & Orange Lines)